

 <p>State of Connecticut Department of Correction</p> <p><b>ADMINISTRATIVE DIRECTIVE</b></p>	<p>Directive Number 6.11</p>	<p>Effective Date 7/1/2006</p>	<p>Page 1 of 7</p>
<p>Approved By <i>Thomas C. Lantz</i></p>	<p>Supersedes Canine Unit, dated 5/30/2005</p> <p>Title Canine Unit</p>		

1. Policy. The Department of Correction shall maintain a trained canine unit to assist in security, control, contraband detection and tracking.
2. Authority and Reference.
  - A. Connecticut General Statutes, Section 18-81.
  - B. American Correctional Association, Standards for Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-3A-01.
  - C. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4089 and 4-4208 through 4-4210.
  - D. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-2C-02 and 4-ALDF-7B-12.
  - E. American Correctional Association, Standards for Correctional Training Academies, First Edition, May 1993, Standard 1-CTA-3A-22.
  - F. Administrative Directives 2.7, Training and Staff Development; 3.9, Employee Travel and Use of Motor Vehicles; 6.5, Use of Force; 6.6, Reporting of Incidents; 7.2, Armories; 7.3, Emergency Plans; and 7.4, Emergency Response Units.
3. Definitions. For the purposes stated herein, the following definitions apply:
  - A. Canine. A dog trained to assist staff in security, control, contraband detection and tracking.
  - B. Canine District Supervisor. A trained correctional employee responsible for the direct supervision of a canine handler.
  - C. Canine Handler. A trained correctional employee responsible for a canine.
  - D. Canine Team. A canine handler with an assigned canine.
  - E. Canine Unit Trainer. A canine handler designated as the Department's liaison to the Connecticut State Police Canine Unit who coordinates and oversees all canine handler/canine training.
4. Alert, Mobilization and Deployment. Canine teams may be placed on alert, mobilized and/or deployed for any circumstance, which may pose a serious threat to the safety and security of the public, staff, inmates or facility.
  - A. Alert. The Major of Operations (Division) or higher authority in the chain of command, shall be authorized to place canine teams on alert and determine the appropriate number of teams to be placed on alert. The Major of Operations (Division) shall report to the affected facility when directed by the Deputy Commissioner of Operations. The Major of Operations (Division) shall serve under the direct authority of the Unit Administrator.
  - B. Mobilization. Canine teams may be mobilized by the Major of Operations (Division), or higher authority in the chain of

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command, when immediate emergency action is required. In such cases the required notification shall be immediate and in accordance with Administrative Directives 6.6, Reporting of Incidents and 7.3, Emergency Plans.

- C. Deployment. The Unit Administrator or higher authority may deploy Canine Teams independently or with other Tactical Operations Teams.
  - D. Deployment of Canine with Tactical Operations Units. The deployment of Canine Teams as part of a Tactical Operations deployment shall be authorized by the Major of Operations (Division).
  - E. Immediate Action. Nothing in this section shall prevent the highest ranking authority on-site from initiating immediate action when circumstances require.
5. Statewide Canine Operation. The Department shall maintain three (3) canine kennels. Each canine team shall operate within an assigned district.
- A. North District. The North District shall consist of one canine kennel:
    - 1. Enfield Kennel. The Enfield Kennel shall provide coverage for the following facilities: Carl Robinson CI, Enfield CI, MacDougall-Walker CI, Northern CI, Osborn CI and Willard-Cybulski CI.
  - B. South District. The South District shall consist of two canine kennels:
    - 1. Cheshire Kennel. The Cheshire Kennel shall provide coverage for the following facilities: Bridgeport CC, Cheshire CI, Garner CI, Hartford CC, Maloney CTSD, Manson Youth, New Haven CC and Webster CI.
    - 2. Niantic Kennel. The Niantic Kennel shall provide coverage for the following facilities: Bergin CI, Brooklyn CI, Corrigan-Radgowski CC, Gates CI and York CI.

All statewide canine teams shall be assigned to the Operations Division and managed by the Major of Operations (Division) who shall report to the Deputy Commissioner of Operations. Each team shall be trained, certified and re-certified annually in accordance with Administrative Directives 2.7, Training and Staff Development and 7.2, Armories.

6. Canine Unit Member Selection, Appointment and Retention Criteria. Each candidate shall be appointed by the Deputy Commissioner of Operations upon the recommendations of the Unit Administrator and the Major of Operations (Division). Appointment shall be based on the employee's maturity, employment history, good judgment, reliability, initiative, and ability to support the unit's mission and shall be subject to, but not limited to, the following selection criteria:
- A. Canine Handler. Selection criteria for canine handlers shall be as follows:

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1. General Standards.

- a. Unless exigent circumstances exist, no more than eight (8) days of sick leave within the 12-month period preceding application to the Canine Unit, or any sick time use that exhibits a pattern.
- b. Discipline free for the 12-month period preceding application to the Canine Unit and shall remain discipline free while assigned to the Canine Unit.
- c. Not have exhibited a pattern of anger, conflict, aggression, emotional instability and/or any history of sexual harassment or excessive use of force.
- d. Candidates shall have demonstrated a commitment to duty and have maintained a "good" or better service rating for the previous 3 years of service prior to application, if applicable.

2. Specific Standards.

- a. Successfully complete the Canine Certification Program.

B. Canine District Supervisor. Selection criteria for Canine District Supervisors shall be as follows:

1. General Standards.

- a. Unless exigent circumstances exist, no more than eight (8) days of sick leave within the 12-month period preceding application to the Canine Unit, or any sick time use that exhibits a pattern.
- b. Discipline free for the 12-month period preceding application to the Canine Unit and shall remain discipline free while assigned to the Canine Unit.
- c. Not have exhibited a pattern of anger, conflict, aggression, emotional instability and/or any history of sexual harassment or excessive use of force.
- d. Candidates shall have demonstrated a commitment to duty and have maintained a "good" or better service rating for the previous 3 years of service prior to application, if applicable.

2. Specific Standards.

- a. Be the rank of Correctional Lieutenant.
- b. Have satisfactorily completed two (2) years of service as a canine handler.

7. Termination. Members may be removed from service for failure to maintain compliance with any of the standards listed in this Directive. An employee who has been removed from the Canine Unit for failure to maintain one or more of the conditions as outlined in this Directive may reapply once the appropriate standard(s) has been met.

8. Canine District Supervisor Duties. The Canine District Supervisor

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shall serve at the rank of Lieutenant and have the authority to direct and oversee all canine handlers and equipment assigned to a specific canine district. The duties of the Canine District Supervisor shall include, but are not limited to, the following:

- A. Complete all canine handler work schedules, shift assignments and rotations which shall be approved by the Statewide Canine Operations Commander;
  - B. Conduct roll call to ensure accountability and to provide canine handlers with relevant information;
  - C. Ensure that all applicable Administrative Directives, Unit Directives and Post Orders are complied with by canine handlers;
  - D. Review and take appropriate action, as needed, regarding kennel operations, incidents, kennel cleanliness and any other issues pertaining to canine handler responsibilities;
  - E. Be assigned the appropriate number of patrol canines for their district and shall ensure that all guidelines for the care and grooming of canines are complied with by all canine handlers;
  - F. Conduct emergency training scenarios on their respective shifts monthly and shall be required to satisfactorily complete and maintain the minimum canine training requirements;
  - G. Submit a monthly report on the status of their district to the Major of Operations (Division); and,
  - H. Be subject to the authority of the Major of Operations (Division).
9. Major of Operations (Division) Duties. The Major of Operations (Division) shall have the authority to direct and oversee all personnel and equipment assigned to the Canine Unit. The duties of the Major of Operations (Division) shall include, but are not limited to, the following:

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- A. The Major of Operations (Division) shall be available for any Class 1 incidents in accordance with Administrative Directive 6.6, Reporting of Incidents, requiring the alert or mobilization of the Tactical Operations and/or Canine Units. The Major of Operations (Division) shall be available by telephone or pager and exercise authority as appropriate. In the event of activation, the Major of Operations (Division) shall report to the Emergency Commander at the affected facility or location.
  - B. The Major of Operations (Division) shall be subject to the authority of the Deputy Commissioner of Operations during normal activities, and shall serve during activation, under the direct authority of the appropriate Unit Administrator or higher authority in the chain of command.
  - C. The Major of Operations (Division) shall hold a State Consumer Protection Controlled Substance Laboratory License, as well as a U.S. Department of Justice Drug Enforcement Administration Controlled Substances Registration Certificate. These licenses certify that the Department meets the criteria to retain various narcotic substances for training purposes. The Major of Operations (Division) shall be the coordinator for all training pertaining to the Canine Unit, including Patrol, Narcotic Detection, In-Service Training, Tactical, Chemical Agents, Baton Re-certification and Weapons Qualification.
  - D. In the event of a Department emergency, the Major of Operations (Division) in consultation with the Director of Tactical Operations and the Deputy Commissioner of Operations shall respond and evaluate the situation and coordinate along with the Canine District Supervisor the need for further canine assistance.
  - E. The Major of Operations (Division) shall coordinate with the Canine Unit Trainer to ensure the development and maintenance of all unit training programs and lesson plans for all Canine Unit staff. All Canine Unit training material shall be updated in conjunction with the Connecticut State Police Canine Training Center.
  - F. The Major of Operations (Division) shall:
    - 1. evaluate and procure candidate canines for new handlers or as replacements for retiring canines;
    - 2. monitor general health of the canines in conjunction with assigned handlers;
    - 3. provide advice for local treatment and coordinate veterinary care as necessary including annual check-ups and immunizations;
    - 4. provide food, medication, health and grooming materials for the canine handlers;
    - 5. review all incidents that result in a canine use of force;
    - 6. maintain policies and procedures pertaining to kennel management; and,
    - 7. serve as the Department's liaison between federal, state and local law enforcement agencies in matters pertaining to canine use.
10. Training. Each employee assigned as a canine handler shall successfully complete the Connecticut State Police Canine Certification Program. A

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canine handler, once certified, shall remain current with all required training and shall maintain the minimum standards. Canine teams shall train for 40 hours annually with the Correctional Emergency Response Team/Special Operations Group. Each handler shall be provided with at least 40 hours of emergency training prior to assignment. At least 16 hours of training related to the operations of the Canine Unit shall be provided prior to assignment with a canine in accordance with Administrative Directive 2.7, Training and Staff Development.

11. Routine Handling. Canines shall be leashed at all times except when being exercised, trained or deployed. Inmates shall not be assigned to any detail involving direct contact or care of a canine. The canine handler shall be responsible for control and protection of the canine while on duty. Any activity, which unduly provokes the canine, shall not be allowed.
12. Assignments. Canine teams may be assigned as follows:
  - A. Control of disruptive inmates;
  - B. Mass disturbances;
  - C. Contraband detection;
  - D. Searches and escapes;
  - E. Routine security patrols; and,
  - F. Any special assignment as authorized by the Major of Operations (Division) or higher authority.
13. Use of Force. A canine may be deployed as an authorized use of force consistent with Administrative Directive 6.5, Use of Force. Authorization to use a canine team where use of force is anticipated shall be approved by the Unit Administrator or designee. Canine handlers may proceed without such authorization only when there is a clear and imminent danger to the safety of staff and/or inmates.
14. Non-Emergency Use of Canine Teams. Canine teams may be dispatched to Department facilities or authorized community locations for the purpose of routine patrol, narcotics interdiction and controlling disruptive inmates at the direction of the Major of Operations (Division). When reporting to a facility, the canine team shall be under the command of the facility's Unit Administrator. The use of canine teams for detection of illicit substances other than routine searches shall be authorized by the Unit Administrator in consultation with the Major of Operations (Division).
15. Kennels. Removal of canines from their kennels for any reason other than authorized duties or assignments, training, exercise or medical attention is not authorized without written authorization from the Major of Operations (Division) or Canine District Supervisor. Canine handlers may be authorized to house their canines at their personal residences on their days off for the purpose of training and to promote handler/canine bonding.
16. Records and Logs.
  - A. The Statewide Canine Operations Commander shall maintain a historical record for each canine. This record shall include all

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- vital statistics, health care and training records.
  - B. Each canine shall receive an annual veterinary examination. All medical records shall be maintained as part of each canine's individual historical record.
  - C. A daily log related to unit activities shall be maintained in the kennel and shall record any incidents, duty assignments and any other pertinent data related to each canine team.
17. Uniforms. Canine handlers shall be authorized to wear the approved BDU style uniform while on duty.
18. Use of Motor Vehicles. The Canine Unit shall utilize State vehicles to conduct official State business in accordance with Administrative Directive 3.9, Employee Travel and Use of Motor Vehicles, no other use is authorized without the written approval of the Major of Operations (Division) or Canine District Supervisor.
19. Retirement of Canines. The Canine Unit Trainer in consultation with the Major of Operations (Division) shall determine the retirement of a working canine. The canine handler shall be given the option to house the retired canine at their residence. If a canine handler decides to house the retired canine, the handler must agree to the following policy:
- A. Complete CN 61101, Canine Release Agreement accepting all responsibilities and releasing the State of Connecticut and the Department of Correction from all claims and legal responsibilities for the canine.
  - B. The retired canine shall only be allowed inside a Department kennel if the canine handler is on vacation with written authority from the Major of Operations (Division). The canine handler shall request in writing permission to house the canine in a department kennel.
  - C. Upon retirement of a canine, only an annual check-up and heartworm preventative medication shall be provided by the Department. All other medical costs shall be at the expense of the owner. Medical treatment for a retired canine shall only be provided while the canine handler is an active member of the Canine Unit. The Major of Operations (Division) or designee shall be notified prior to any medical treatment.
  - D. It shall be the responsibility of the canine handler to provide food for the retired canine while housed at the canine handler's residence.
  - E. If the canine can not be placed into a residence, the canine shall reside at one of the Department's kennels until a suitable home can be found for the retired canine. On duty canine handlers shall provide daily care in accordance with unit policy. The retired canine shall not be allowed to recreate with active duty canines.
20. Prohibitions. At no time shall a personally owned dog be permitted to house at a Department kennel. For the purposes of this Directive, a personally owned dog is a canine that has never served in the Department's Canine Unit.

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21. Housing and Care for State and Municipal Police Canines. The Department may provide housing and care for active state and municipal police canines for authorized purposes contingent on available space.
22. Forms and Attachments. The following form is applicable to this Administrative Directive and shall be utilized for the intended function:
  - A. CN 61101, Canine Release Agreement.
23. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.